EXETER CITY COUNCIL

**Person Specification**

**JOB TITLE :** Compliance Officer (Asbestos)

**GRADE :** 6 **POST NO :**

**SERVICE :** Housing

**UNIT :** Housing Assets

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| **SELECTION CRITERIA** | **ESSENTIAL****✓** | **DESIRABLE****✓** | **CATEGORY** |
| **QUALIFICATIONS**A qualification in a recognised relevant discipline (for example surveying, construction or housing and maintenance) e.g HNC or proven equivalent expertiseA qualification in asbestos (e.g. BOHS P402, P405 or P407)Asbestos Awareness trainingHealth and safety training (e.g. Health and Safety Awareness, Managing Health and Safety, etc.) | **✓** | **✓****✓****✓** | A, CA, CA, CA, C |
| **EXPERIENCE/KNOWLEDGE SKILLS**Competent in using Excel and CSV format filesFamiliarity with building construction and building defectsFamiliarity with undertaking building surveysExperience of preparing work specifications and drawingsFamiliarity with the delivery of planned maintenance / reactive repairs, managing contracts and contractorsExperience of recording performance and customer satisfaction Familiarity with current legislation relating to buildings, general health and safety and asbestosFamiliarity with Building Regulations and British StandardsAbility to analyse and interpret written and electronic dataUnderstanding and commitment to the principles of equality and diversity and their application to the housing service. Ability to communicate effectively and appropriately to a variety of audiences, across a range of disciplines Understanding and / or the ability to learn ECC contract management and administrationAwareness of fire regulations and passive fire systems.Excellent written and verbal communication skills |   **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**   |   **✓**    **✓**    **✓**    **✓**   | A, IA, IA, IA, IA, IA, IA, IA, I A, I A, IA, IA, I  A, IA, I |
| **SPECIAL REQUIREMENTS/ATTITUDE**To use initiative and team work to provide good customer service. A positive and flexible “can do” attitudeMeticulous by nature with the ability to maintain concentration and pay close attention to detailMust be prepared to travel to various sites and other venues and potentially attend meetings outside of normal office hours |   **✓**     **✓**      **✓**    **✓**   |      | A, IA, IA, IA, I |
| **OTHER** |  |  |  |

**COMPLETED BY: Health, Safety and Compliance Lead (Housing)**

**DATE:** **June 2018**